

 school of business INNOVATION AND ENTERPRISE	Business Manual Policy	
	No: 01.02.	Rev: 1
	Assessment Policy	
THIS DOCUMENT SUPERSEDES XXX. ALL REFERENCES TO SUPERSEDED DOCUMENTS MUST NOW BE READ AS THIS DOCUMENT NUMBER.		

Assessment Policy

Overview

This policy has been designed to ensure that assessment practices at School of Business Limited are fair, valid, consistent, and aligned with NZQA graduate outcomes and programme objectives. This policy supports learner achievement, academic integrity, and continuous improvement.

SCOPE

This policy applies to all programmes delivered by School of Business Limited, including domestic and international cohorts. It covers formative and summative assessments, resubmissions, moderation, and appeals.

APPLICABILITY

This document is applicable to the following areas:

☒ All Company Activities

ABBREVIATIONS

ABBR	Meaning
BM	Business Manual
OSHC	Overseas Student Health Cover
IAW	In Accordance With

DEFINITIONS

Term	Meaning
Policy	Deliberate statement of intent pertaining to a specific function within School of Business Ltd.

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REFERENCE DOCUMENTATION

EXTERNAL AND INTERNAL NON BM DOCUMENTATION

	Document Reference	Document Title
[1]		Academic Integrity Guidelines
[2]		
[3]		
[4]		

RELATED BM POLICIES AND PLANS

	BM Number	Document Title	Previous Number(s)
[5]	01.04.	Programme Schedules ^ Assessment Maps	
[6]			
[7]			
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RELATED BM PROCEDURES AND INSTRUCTIONS

	BM Number	Document Title	Previous Number(s)
[9]	01.03.	Moderation Procedure	
[10]	01.03.	Assessment Validation Procedure	
[11]	01.03.	Complaints & Appeals Procedure	

RELATED BM FORMS

	BM Number	Document Title	Previous Number(s)
[12]			
[13]			
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1. POLICY STATEMENT

School of Business Limited is committed to delivering assessments that:

- Accurately measure learner achievement against intended outcomes
- Are designed using principles of validity, reliability, and fairness
- Are moderated internally and externally to ensure consistency
- Support learner development through feedback and reflection

2. KEY PRINCIPLES

- Assessments are mapped to NZQA graduate profile outcomes and relevant unit standards
- Assessment design includes diverse formats (e.g. case studies, presentations, simulations)
- Learners are informed of assessment criteria, deadlines, and resubmission rights
- Academic integrity is upheld through clear plagiarism and misconduct protocols
- Moderation occurs regularly and is documented in the QMS

3. Procedures

- Assessment schedules are published at the start of each term
- Trainers submit assessment tools for validation prior to delivery
- Learners receive feedback within 10 working days of submission
- One resubmission per module is permitted following formative feedback
- Appeals are managed via the Complaints & Appeals Procedure (QMS-CAP-018)
- Moderation cycle includes:
 - Internal moderation each term
 - External moderation annually
 - Sampling of assessments across modules and trainers
 - Documentation stored in LMS and QMS folders

4. Roles and Responsibilities

Role	Responsibility
Academic Director	Oversight of assessment policy and moderation cycle
Programme Leads	Ensure assessment design and delivery align with policy
Trainers	Deliver assessments, provide feedback, participate in moderation
Quality Manager	Monitor assessment outcomes and continuous improvement
Learners	Engage with assessments ethically and seek support when needed